

Royston Town Council Finance Committee Meeting – Monday 28th February 2022

Agenda item 5a

Bank reconciliation

Royston Town Council 2021-2022			
Bank Reconciliation January 2022			
	Receipts		Payments
B/F	1,151,539.44	B/F	351,766.88
January income	31,404.19	January payments	55,706.09
	1,182,943.63		407,472.97
Receipts to date	1,182,943.63		
Less Payments to date	407,472.97		
	775,470.66		
Represented by			
RTC Current Account -		88,892.04	
Less un-cleared Chqs		- 19,121.63	
		69,770.41	
Business Premium account		9,696.25	
Treasury Deposit		-	
Treasurers BPA (Stamford Yard)		65,722.00	
Treasurers BPA		530,072.00	
Public Sector Deposit Fund		100,000.00	
Takings Account		210.00	
		775,470.66	
War Memorial Account			
	Receipts		Payments
B/F	4,386.00	B/F	0.00
January Receipts		January Payments	-
	4,386.00		-
Receipts to date	4,386.00		
Less Payments to date	0.00		
	4,386.00		
	In Treasurers BPA	In Current	Total
RTC War Memorial	4,206.00	180.00	4,386.00
			4,386.00
		Unpresented cheques	0.00
			4,386.00
Petty Cash for noting	01/01/2022	31/01/2022	
Office	100.06	100.06	
Museum	90.09	90.09	
Markets	5.00	5.00	
Cave	100.00	100.00	
Totals	£ 295.15	£ 295.15	

Royston Town Council 2021-2022

Charity Accounts January 2022

Cave Account			
	<u>Receipts</u>		<u>Payments</u>
B/F	34,895.47	B/F	2,284.43
January Receipts	-	January Payments	-
	<u>34,895.47</u>		<u>2,284.43</u>
Receipts to date	34,895.47		
Less Payments to date	2,284.43		
	<u>32,611.04</u>		
Represented by			
RTC - Cave Account	32,611.04		
Less un-cleared Chqs	-		
		<u>£ 32,611.04</u>	
Leete Account			
	<u>Receipts</u>		<u>Payments</u>
B/F	20,397.13	B/F	1,700.10
January Receipts	149.63	January Payments	301.20
	<u>20,546.76</u>		<u>2,001.30</u>
Receipts to date	20,546.76		
Less Payments to date	2,001.30		
	<u>18,545.46</u>		
Represented by			
RTC - Leete Account	18,837.96		
Less un-cleared Chqs	292.50		
		<u>£ 18,545.46</u>	
Town Mayor's Community Trust Fund			
	<u>Receipts</u>		<u>Payments</u>
B/F	22,395.80	B/F	2,156.83
January Receipts	-	January Payments	8.00
	<u>22,395.80</u>		<u>2,164.83</u>
Receipts to date	22,395.80		
Less Payments to date	2,164.83		
	<u>20,230.97</u>		
Represented by			
Mayor's Charity monies	181.76		
Community Fund	20,049.21		
Less un-cleared Chqs			
		<u>£ 20,230.97</u>	

Income and Expenditure – Agenda item 5b

ROYSTON TOWN COUNCIL																	
Summary of Royston Town Council Income & Expenditure for 2021-2022 to-date against allocated budget																	
EXPENDITURE	Quarter 1			Quarter 2			Quarter 3					Quarter 4			Year to Date	Agreed Budget	YTD Budget variance
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Estimated Quarterly Budget	QTD Variance	Jan	Feb	March			
Admin/Democracy	8,732	6,850	7,230	6,835	6,660	9,311	9,011	12,386	9,347	28,544	108%	9,075	-	-	85,437	129,571	79%
Museum	4,115	2,686	8,951	7,089	8,493	5,209	9,828	6,621	18,911	21,047	168%	7,088	-	-	78,991	91,666	103%
Town Hall	3,005	2,348	3,324	2,972	2,953	3,567	2,816	3,982	2,987	12,371	79%	3,256	-	-	31,210	59,613	63%
Priory Rooms	314	254	254	254	254	332	316	316	316	962	99%	316	-	-	2,926	14,508	24%
Market Hill Rooms	892	1,206	1,631	1,240	1,865	869	1,369	1,928	695	9,237	43%	2,005	-	-	13,700	20,294	81%
Other Expenses	2,045	-	1,372	-	-	604	152	2,287	456	4,200	69%	1,000	-	-	7,916	15,543	61%
Royston Cave	1,254	624	1,100	1,259	2,122	1,863	747	2,339	940	3,798	106%	1,435	-	-	13,683	20,032	82%
Allotments	349	348	1,234	169	169	458	328	106	328	615	124%	328	-	-	3,817	4,465	103%
War Memorial	615	85	85	85	85	611	105	105	105	267	118%	105	-	-	1,986	2,423	98%
30 Kneesworth Street	382	42	42	42	42	55	53	53	53	159	100%	53	-	-	817	1,036	95%
Plantations	464	482	482	1,092	482	534	524	524	524	5,931	27%	2,324	-	-	7,432	19,080	47%
Public Conveniences	157	127	127	127	127	166	158	458	158	374	207%	758	-	-	2,363	2,913	97%
Markets and Parking	3,725	3,762	3,495	13,834	3,394	3,539	3,460	3,666	3,460	12,381	86%	13,279	-	-	55,614	70,734	94%
TOTAL EXPENDITURE	26,049	18,814	29,327	35,000	26,646	27,118	28,867	34,771	38,280	99,885	102%	41,022	-	-	305,893	451,878	81%
INCOME	Quarter 1			Quarter 2			Quarter 3					Quarter 4			Year to Date	Agreed Budget	YTD Budget variance
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Estimated Quarterly Budget	QTD Variance	Jan	Feb	March			
Interest	4	3	16	3	2	17	2	2	21	84	30%	8	-	-	78	300	31%
Town Hall	-	1,453	1,998	1,820	2,005	1,945	2,069	1,822	1,654	3,616	153%	1,993	-	-	16,759	15,000	134%
Priory Centre	-	-	-	28	33	136	84	121	77	75	377%	165	-	-	644	500	154%
Market Hill Rooms	-	335	390	714	425	701	1,251	1,158	1,093	2,049	171%	1,024	-	-	7,090	7,500	113%
Cave	-	-	30	-	-	682	200	300	100	521	115%	2,618	-	-	3,930	10,000	47%
Allotments	166	25	54	166	55	85	193	39	1,956	1,993	110%	2,559	-	-	5,299	5,600	114%
30 Kneesworth Street	-	-	-	4,143	-	3,813	-	-	3,813	7,865	48%	-	-	-	11,769	15,580	91%
Museum	-	7	-	-	7	47	-	-	2	95	2%	-	-	-	63	750	10%
Markets and Parking	3,856	5,531	5,563	6,201	2,493	9,610	6,044	4,752	5,292	12,833	125%	6,086	-	-	55,427	54,000	123%
TOTAL INCOME	4,026	7,354	8,051	13,073	5,020	17,036	9,843	8,194	14,008			14,453	-	-	101,058	109,230	111%
PRECEPT	165,734					165,735									331,469	331,469	
CTRS grants	5,590					5,589									11,179	11,179	
Balance															£ 137,813	£ -	

Cave Management Proposal

Royston Town Council Finance Committee – 28th February 2022

Agenda item 7

CAVE BACKGROUND

Royston Town Council owns Royston Cave.

The Council currently employs the Cave Manager, Nicky Paton, and the Cave tour guides. The Council is responsible for all expenses relating to the Cave (some are funded from the Cave Trust fund) and retains the income from admissions.

Cave Advisory sub-committee meets as required, attended by the Clerk, Cave Manager and three Town Councillors.

Royston Cave Trust Fund is an independent charity which meets as required, attended by the Clerk, Cave Manager and Cave Trust Fund Trustees (The Mayor and two other nominated councillors).

CAVE MANAGER RESIGNATION

Nicky Paton, the current Royston Cave Manager, has accepted the post of Museum Development Manager at the Royston Museum Trust with effect from 1 March 2022.

The Cave opens for the season in March. The Cave Manager's responsibilities include acting as first point of contact, preparing the schedule and events for the year and, throughout the year, recruiting, training and managing the guides, marketing, identifying maintenance needs, administration, liaison with third parties and other processes.

There is insufficient time for the Council to recruit and fully train a new Cave Manager before the new season starts.

In addition, Nicky Paton is keen to maintain an interest in the Cave, which has flourished under his management. There is a schedule of events planned for the next 12 months to celebrate the anniversary of the Cave and Nicky is best placed to oversee the running of these events.

PROPOSAL

The Royston Museum Trust takes over management responsibility for the cave for a trial period of 13 months from 1 March 2022 to 31 March 2023.

MUSEUM TRUST RESPONSIBILITIES

The Trust will manage the Cave on behalf of the Council.

The Trust will recruit and employ a Cave No 2 who will have responsibilities for all day-to-day activities including first point of contact, guide recruitment, training and management, organisation of cave openings and other administrative tasks.

Nicky Paton's responsibilities will include:

- Overall management of the cave and strategic matters
- Delegation of day-to-day activities to the Cave No 2
- Line management of the Cave No 2

TOWN COUNCIL RESPONSIBILITIES

The Council will pay the Trust £10,000 to cover the 13 month period. This is equivalent to the 2022-23 budgeted amount for the Cave Manager’s salary and other related costs. This will be paid on a monthly basis in equal instalments.

The Council will authorise, contract and pay directly for any other expenditure and will continue to receive and retain admissions income.

The Council will remain responsible for the employment, payroll and payment of the guides.

The Council will remain responsible for the insurances associated with the Cave, other than employer related insurances for the Museum Trust employees providing management services for the Cave.

The Cave Advisory sub-committee and Royston Cave Trust Fund will continue to function and must include at least 1 Museum Trustee (they currently do so).

REVIEW

The arrangement will be reviewed in 1Q 2023.

Royston Museum Trust CIO

Royston Town Council

Name.....

Name.....

Signed.....

Signed.....

Date.....

Date.....

Planter Maintenance Funding Proposal for Royston Town Council Finance Committee – 28th February 2022

Agenda item 8

The Town Council considered the report on the Royston High Street Recovery Project at the General Purposes & Highways Committee meeting on 10th January, where the councillors agreed to support the trial of the scheme but with suggestions for changes to parking bays to support the evening economy. The councillors also agreed to recommend to the Finance Committee that RTC contribute to the cost of the maintenance of the planters during the trial scheme.

This document sets out the proposal for consideration by RTC's Finance Committee on 27th February 2022.

The planters in the trial area will be maintained by John O'Conner under the North Herts Council contract. The maintenance cost estimate from North Herts Council is £2500 for the period from April 2022 to August 2023 when the trial is expected to end.

Planter maintenance costs up to 31 March 2022 have been funded through the Welcome Back Fund.

A contribution of £500 from the Royston & District Area Committee Budget has been sought for 2022/23 financial year and will be recommended for formal agreement at the Area Committee Meeting on 8th March.

We ask the Royston Town Council to consider making a funding contribution of £750 to maintenance of the planters. This could be £500 for 2022/23 and £250 for 2023/24, or £750 for 2022/23.

The remaining costs to be met by Local Councillor Locality Budgets.

The funding contribution should be paid to North Herts Council – contact Louise Symes for further information.

The maintenance arrangements are only in place for the 18-month trial period. If the decision is made by the Royston High Street Recovery Project Board to retain the scheme and the planters, then long-term arrangements for maintenance would need to come into place.

Hertfordshire County Council

10/2/2022

Contact: Odette Cotterell odette.cotterell@hertfordshire.gov.uk or Louise Symes louise.symes@north-herts.gov.uk